

Block 80 (for LRC Only)

QUICK REFERENCE GUIDE

Perform this procedure when you have received a request for a Block 80 payment.

NOTE: This applies to employees of the Legislative Research Commission (LRC) ONLY. Other agencies should not use this QRG or pay Block 80s.

Prerequisites:

- **Employee must be active in KHRIS**
- **You must have access to the employee**
- **Employee must be eligible for Block 80**
- **Employee must have exceeded the threshold of 240 compensatory hours**

Note: Block 80 payments with deferrals should be paid on the off-cycle, as paying them on the regular payroll results in different taxation on the regular wages.

To execute the Block 80 payment, sign into KHRIS under PA30 and bring up the employee record for which you are making payment. Select IT0416 Time Quota Compensation and enter the Sty (subtype) 1014 Block 80 LRC:

Subtypes for infotype "0416 Time Quota Compensation" (5) 15 E...

E..	PSG...	Comp.me...	Description
1	10	1000	Comp Term Retire Eligble
1	10	1001	Comp Death Curr Yr 2008
1	10	1002	Comp Death Current Year
1	10	1003	Comp Death Prior Year
1	10	1004	Annl Term Retire Eligible
1	10	1005	Annual Death Current Year
1	10	1006	Annual Death Prior Year
1	10	1007	Comp Term Non-Eligble
1	10	1008	Comp Death Prior Yr 2008
1	10	1009	Annl Term Non- Eligible
1	10	1010	Comp Death Curr Yr 2008
1	10	1011	Comp Death Prior YR 2008
1	10	1012	Annual Death Curr Yr KTRS
1	10	1013	Annual Death Pr YR KTRS
1	10	1014	Block 80 LRC

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The Quota Compensation subtype indicates the retirement system in which the employee was enrolled. The retirement system determines how retirement is applied to the payout.

Select Create. Enter the last date of the payperiod in which the payment is to be made. Enter the 80 hours to be paid. Click Save.

If the employee is deferring part of the payment, he or she will provide the HRG with a deferred compensation authorization form authorizing the deferral, indicating the amount or maximum amount of deferral, and the plan type to which the deferral is to be contributed. The deferral amount must be calculated prior to entry into KHRIS so that all payroll taxes will be met after deferral. You may use the Deferred Comp Calculation Tool.

To defer the payout, select IT0015, Additional Payments. The date of the IT0015 should be the last day of the payperiod for which the payment is being made (it should match the date on the IT0416). Enter wage type 6310 for a 401(K) plan or wage type 6311 for a 457 plan, and the amount of the deferral (for assistance please see the QRG for entering one time deduction/payment).

